

**Comprehensive Inmate Health and Mental Healthcare Services for Rio Arriba  
County Adult Detention Facility**

**PROPOSAL NUMBER: 2016-001**

**Ethical Standards**

La Clinica del Pueblo de Rio Arriba (LCDP) and its board members have a responsibility to its patients, federal and state governments, other funders, and the community served by LCDP to conduct themselves prudently, responsibly, in furtherance of, and consistent with LCDP's charitable purposes and non-profit tax exempt status, and in the best interest of LCDP patients.

**Non-Collusive Bidding Certification**

LCDP has abided by the non-collusive bidding certification requirement during the drafting of the proposal.

**Nondiscrimination in employment**

LCDP provide equal employment opportunity to all persons without regard to race, color, religion, creed, disability, sex, age, ancestry, national origin, marital status, sexual orientation, veteran status or any other characteristic protected by law.

**Indemnification**

LCDP agrees to and will be compliant with indemnification portion of this RFP.

**Mandatory Items**

LCDP will provide, on a regular basis, professional specific medical, dental, mental health, pharmaceutical, and related health care and administrative services for the inmates. Based on our past experience providing medical services to Rio Arriba County Detention Center (RACDC) and requirements stated in RFP, LCDP understands the overall need for the required services and proposes the following:

**Medical services** provided will include medical unit coverage including medication distribution, intake screenings, health assessments, after hours nurse hotline, sick call triage and followup and appropriate response to medical needs. It is our intent to provide medical services on a regular basis at the Rio Arriba County Detention Center 7 days a week (8am to 8 pm). After hours medical triage will be provided utilizing a sub contract arrangement for a "Nurse Advice Hotline". The intent of this service is to provide access to qualified medical staff as means of determining appropriate medical care services for inmates during non working hours. These services will commence no later than 120 days of award of contract. This timeframe will allow for the recruitment and hiring of sufficient and qualified staff to satisfactorily meet the requirements of RFP.

**Pharmacy services**, LCDP shall conduct an analysis to determine the most cost effective approach of dispensing medications to the inmate population. LCDP will determine to either

expand in house pharmacy at LCDP main site or may opt to open and develop a pharmacy at the RA Detention Center within 120 days of award of contract that will meet any and all state and federal requirements. The dispensing of all medications will be the responsibility of LCDP. LCDP will not assume responsibility for the pickup of any emergent medications not offered by LCDP pharmacy.

**Mental Health Services** provided by LCDP shall include providing either onsite or through telemedicine the provision of Psychiatric services, at a minimum of eight hours per month on site and a minimum of . A licensed mental health therapist will also be available on an as needed basis to monitor and treat inmates with an identified mental health diagnosis and requests for therapy. LCDP agrees to comply with all applicable state, federal or local laws or regulations regarding mental health services.

**Specialty Services** provided, but not limited to include radiology services, laboratory services, ob/gyn medical services. To the extent additional or other specialty care is required and cannot be rendered on-site or through LCDP's main site, LCDP will make appropriate off-site referrals for the rendering of such care. Offsite referrals for medical specialty services will be made by LCDP. Compensation for such services is not the responsibility of LCDP. LCDP shall identify inmates with medical/mental/dental conditions, which may be worsened as a result of being incarcerated at the Detention Center or which may require extensive care that exceeds the scope of services offered by LCDP. In such cases, LCDP's Medical Director shall make recommendations to the RACDC Administrator regarding appropriate systems of care.

**Emergency Services**, during regular staffing hours Monday thru Friday 8 am to 8 pm, LCDP will provide first response emergency medical treatment to inmates, visitors, and RACDC staff as necessary and appropriate. When deemed necessary, LCDP will coordinate offsite referrals for emergency medical care and for inmates as required, through arrangements to be determined with local hospitals. Provision of emergency services to staff shall be limited to injuries or short term emergency care received while healthcare providers are onsite and on duty. LCDP will not assume responsibility for any costs associated with emergency transport of inmates or staff to or from facilities.

**Elective Medical Care**, LCDP will not be responsible for the provision of elective medical care to inmates. Elective medical care means medical care which if not provided, would not, in the opinion of LCDP's Healthcare providers or physician, cause the inmate's health to deteriorate or cause definite harm to the inmates' well-being.

## **FIRM DESCRIPTION**

LCDP has provided access to healthcare services to the people of northern Rio Arriba County for over 46 years. We have a long history of providing services to RACDC that goes nearly 25 years. In addition, LCDP has been the recipient of Federal and State funding for the provision of primary care services to the communities we serve for over 21 years. LCDP is currently a Federally Qualified Health Center, this designation involves a significant amount compliance with a number of program requirements that exceed the minimum requirements listed in RFP.

## **PLAN & QUALIFICATIONS**

LCDP maintains a full-time executive leadership team that is appropriate for the size, operational and oversight needs and scope of the RFP. The leadership team at LCDP includes an Executive Director, that has been employed with the organization for 7 years. A Chief Operation Officer, that has been employed with LCDP for over 15 years. A newly hired Medical Director, that will commence employment with LCDP November 30, 2015. LCDP is governed by a 10 member board of directors that are elected by users of the clinic. All licensed personnel employed by LCDP are subject to a very stringent credentialing and privileging hiring process. This ensures that LCDP employs competent staff and identifies any areas of concern in the provision of care. LCDP has the ability to secure the required liability insurance necessary to provide services to the incarcerated population.

### **General Terms and conditions**

LCDP understands and agrees to comply with terms and conditions including but not limited to personnel/security checks, communication, permits and licenses and contaminated waste.

### **Specifications and program requirements**

LCDP is committed to the development of standard operating procedures in accordance with the minimum qualifications within reason and as applicable.

### **Legal History**

LCDP currently does not have any contracts that have been terminated or cancelled prior to the contract expiration. LCDP does not have any litigation claims for payments not made for off-site hospital care.

In November of 2015, LCDP was notified about the resolution of the Federal Torts Claim Act Claim dated August 2012. Concerning the allegation of failure to recognize and properly treat alcohol withdrawal symptoms resulting death of a RACDC inmate.

### **Personnel Requirements**

#### **Staffing Plan**

- Corporate Medical Director to be hired, who will be responsible for overall oversight of the Site Medical Director assigned to provide service at RACDC. Hours on site will be as needed.
- Site Medical Director is medical provider hired to oversee all medical personnel working at RACDC. In addition, the Site Medical Director will be responsible for the provision of medical care to inmates. The work schedule for this position is to be determined but will be sufficient to provide the required needs of the inmates and insure medical evaluation and follow-up.

- LCDP proposes to hire 5 full-time nursing personnel (RN's/LPN's) to work a full time schedule. The Nursing staff will be available to provide the services listed in RFP.
- Health Site Services Administrator is a full-time staff responsible for the day to day operations at the facility and will provide the clerical support needed to meet the contractual obligations. Specific duties will include in-service training, quality assurance and other administrative duties as needed.
- LCDP is committed to offering employment to existing medical personnel if it is mutually beneficial to LCDP and RACDC.
- Psychiatric services will be offered 1 day month at the facility as well as on-call Psychiatric services will be available 30 hours a month.

LCDP fully understands the administrative and medical records requirements and will plan accordingly and collaboratively with RACDC in fulfilling the aforementioned. The leadership team at LCDP is available to discuss or clarify the details of this proposal.

## **SIGNATURE OF ACCEPTANCE**

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the entity represented by the Respondent, or anyone acting for such entity has violated the antitrust laws of the State of New Mexico.

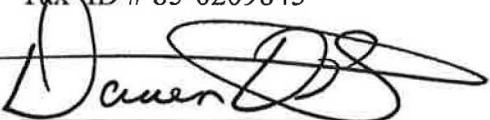
The undersigned also does hereby declare that they have read the specifications for Inmate Medical Services for Rio Arriba County and with full knowledge of the requirements does hereby agree to furnish the services in full accordance with the specifications and requirements.

The below signature also indicates the following:

- Person or person's interest in this RFP as principals are those named herein.
- I (we) have carefully examined the advertisement and contents within the proposal.
- The Respondent is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements.
- The Respondent confirms that they have read this entire RFP document and agrees to the terms stated herein.
- In the event that the RFP is awarded to more than one supplier, the Respondent signing this RFP agrees that the prices submitted within this RFP will not be changed.
- Addenda \_\_\_\_\_ through \_\_\_\_\_ have been taken into account as part of this proposal.

The undersigned, by their signature, represents that they are authorized to bind the Respondent to fully comply with the terms and conditions of the attached RFP specifications, and special provisions stated herein for the amount(s) shown on the accompanying RFP form.

La Clinica del Pueblo de Rio Arriba  
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Darren DeYapp, (575)-588-6131  
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Tax ID # 85-0209845



Darren DeYapp  
Executive Director  
11/23/15

**La Clinica del Pueblo de Rio Arriba**  
**Fee Schedule**

	Total	12 Equal Monthly Installments	
5 Staff Contractor (RN/LPN)	\$ 416,000	\$	34,667
Medical Director/Medical Provider	\$ 200,000	\$	16,667
Health Site Service Administrator	\$ 39,600	\$	3,300
Psychiatrist	\$ 22,800	\$	1,900
(on Call Psychiatrist)	\$ 42,480	\$	3,540
Nurse Advice Line	\$ 24,000	\$	2,000
Pharmacy Tech	\$ 43,435	\$	3,620
EMR/IT	\$ 18,000	\$	1,500
Medical Supplies	\$ 18,000	\$	1,500
Pharmacy Supplies	\$ 240,000	\$	20,000
 Totals	 \$ 1,064,315	 \$	 88,693